500-121-8255-A

PROCESS RECOMMENDATIONS FOR PROMOTION TO PAY GRADES E5 AND E6

TEC Lesson 500-121-8255-A

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UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRETEST/POSTTEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

JUNE 1985

READEX best copy available

If you have questions or comments concerning this TEC Lesson, address them to:

Commander
U.S. Army Soldier Support Institute
ATTN: ATSG-DTC-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

TYPE OF LESSON

- Personnel

AUDIENCE

- MOS 75C, Personnel Management Specialist
- Skill Level 1/2

TRAINING OBJECTIVES

Soldiers completing this lesson should be able to:

- identify eligibility of soldiers for promotion to pay grades E5 and E6.
- identify, IAW AR 600-200, Enlisted Management System, those requirements for promotion which may be waived and those which may not be waived.
- prepare an endorsement returning recommendations of soldiers who are not eligible for promotion as required by AR 600-200.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- AR 600-200
- AR 340-15
- AR 680-29

TIME REQUIRED

- Individual: 2 hours
- Group: 2 hours

REFERENCE

- FM 12-75C 1/2 (Task 121-016-1205).
- AR 611-201, Enlisted Career Management Files and Military Occupational Specialties.

STUDENT INSTRUCTIONS

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lessons 510-121-7355 and 510-121-7357.
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.

STUDENT/SUPERVISOR INSTRUCTIONS

- Make sure you have the material and equipment, required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to the questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must answer all three test items correctly.
- Make sure students have the material and equipment, required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Postest. Remind them to write their response to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 500-121-8255-A

Process Recommendations For Promotion to Pay Grades E5 and E6

This test consists of one situation that covers every training objective of the lesson. This situation has a total value of three points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on page 39. If you do not score three points, you must take the lesson-or take it again if you have already taken it. Write your response on a separate sheet of paper. Do not write in this book.

Situation:

You are SGT Robertson, the Personnel Management Specialist working in the Military Personnel Office (MILPO). Your Director, MILPO is LTC James S. Wright of HQ, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9105. Today is 7 January 1994. Your office symbol is AJKDP. Your phone number is 8437. On the pages which follow are copies of Part I of the Promotion Point Worksheet (DA Form 3355), which the commander has initiated on SP4 Butler, SP4 Corsaro, and SGT Jackson along with copies of their DA Forms 2A. The E5 and E6 Promotion Board will convene 25 February 1994. Using the information given and AR 600-200, determine which personnel are eligible and which are ineligible to appear before the February Promotion Board. On a separate sheet of paper write you determinations using the format below:

- Eligible.
- Eligible with/one waiver (state reason).
- Eligible with/two waivers (state reasons).
- Not eligible (To return such a recommendation prepare a hand written or typed endorsement IAW AR 340-15).

PRETEST/POSTTEST

PROMOTION POINT WORKSHEET

For use of this form, see AR 600-200; the proponent agency is MILPERCEN

X INITIAL ____ REEVAL ____ RECOMP ____ RECLASS

DATE: 9 Dec 93

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC

PRINCIPAL PURPOSE: To determine eligibility for promotion.

ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted.

DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion.

NAME	SOCIAL SECURITY NUMBER		GRADE
BUTLER, DICK L.	999-00-0060		SP4
CURRENT ORGANIZATION	**SRB MOS**	**PMOS**	**RECOMMENDED GRADE/MOS**
HHC USAG, 54th Inf Div (Mech)		76W10	SGT/76W

PART I – RECOMMENDATION

FROM: (Commander)	THRU: (Promotion Authority)	TO: (MILPO)
HHC USAG, 54th Inf Div (Mech), ATIN: AJKGA Ft Atterbury, IN 46124-9500	HQ, 54th Inf Div (Mech) Fort Atterbury, IN 46124-9000	DPCA, HQ, 54th Inf Div (Mech) Fort Atterbury, IN 46124-9105

1. Under the provisions of Chapter 7, AR 600-200, *(Active Army)*; Chapter 3, AR 140-158 *(USAR)*; or Chapter 6, NGR 600-200 *(ARNG) (check one of the following.)*

X recommend the above named soldier for promotion/reevaluation to the grade indicated. *(Complete lines a - f and send to the promotion authority).*

____ request the following information be used in the next scheduled recomputation of promotion points. *(Complete lines c - f and send to the MILPO).*

a. Waivers required *(Maximum of two allowed)*: Time in Service ____, Time in Grade ____, SQT Score *(59 or below)* ____.

b. Soldier has ____, has not X completed the appropriate Noncommissioned Officer Education System *(NCOES)* instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience *(OJE)*.

c. Most recent individual assigned weapon qualification: Expert X, Sharpshooter ____, Marksman ____, Date 9202 *(see note 1)*.

d. Most recent Physical Readiness Test Scores *(situps 75, pushups 70, 2 mile run 98)*: Total Score 243, Date 9306. *(Minimum score of 60 in each event). (See note 2)*

e. The soldier's current SQT score and date scored is 75/9305 *(see note 3)*. I certify *(must check one of the following on all recommendations)*:

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ____ that the soldier has not taken a SQT due to no fault of his/her own *(see note 4)*.

(3) ____ that the soldier failed to take a SQT during the most recent test period due to his/her own fault *(see note 5)*.

f. I award the soldier 190 promotion points for duty performance *(maximum 200 points). (See note 6)*

2. REMARKS

SIGNATURE OF COMMANDER/DATE

JAMES SMITH, CPT, AG, Commanding 9 Dec 93

SIGNATURE OF PROMOTION AUTHORITY/DATE

SAMUEL M. FORM, LTC, AG, Adjutant 9 Dec 93

APPROVED X DISAPPROVED ____

DA FORM 3355 MAR 85 EDITION OF NOV 80 IS OBSOLETE

PREPARED 30 NOV 93 PCN: AAC- 093 — PERSONNEL QUALIFICATION RECORD, PART I — CD 30 NOV 93 SCN DX
PPA IH TYPE RECORD PERSONNEL INQUIRY — VOUCHER NO RLDC REPORT DATE 931130

SECTION I - PERSONAL DATA

* 1.NAME:	BUTLER, DICK LEROY	* 6.RACE/CODE:	WH-CAU C	11.ETH GRP/CODE:	OTHER X
* 2.SSN:	999-00-0060	7.DATE OF BIRTH:	650526	12.CITZSHP/CODE:	NATIVE-BORN 1
* 3.VSSSN CODE:	V	8.NUMBER OF DEPENDENTS:	01	13.MRTL STS/CODE:	MARRIED M
* 4.MPC/CODE:	ENLISTED	9.NO ACMP CSDEP PCS:	01	14.REL PREF/CODE:	NO-REL-PREF 01
* 5.SEX/CODE:	MALE M	10.NO ACMP NCSDEP PCS:			

SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SP4 M	15.PROMOTION IND:		29.SQT RATING/CODE:	
* 2.DATE OF RANK:	930305	16.DUAL SVC GRADE/CODE:		30.SQT SCORE:	75
* 3.SVC COMP/CODE:	REG R	17.DUAL SVC COMP/CODE:		31.PROM PTS-C/DATE:	
* 4.PMOS/ASI:	76W10	18.SMOS/ASI:		32.PROM PTS-P/DATE:	
* 5.LANG-1/CODE:		19.DUTY MOS/ASI:	76W10	33.REEN ELIG/INELIG:	ELIG-REENLIST 10
* 6.LANG-2/CODE:		20.BONUS MOS/EFF DATE:			
* 7.SCTY STS CODE:	B	21.PROM/PROG MOS:			
* 8.SCTY CLNC/CODE:	SECRET	22.PROPAY/CODE:			
* 9.PULHES:	111111	23.SPAY1/SPAY2:			
*10.PHYS CAT CODE:	A	24.IPAY1/IPAY2:			
11.GT SCORE:	112	25.SQT MOS:	76W10		
12.OJT COMP DATE:		26.SQT DATE-1:	9305		
13.MIL EDUC/CODE:	NONE	27.SQT DATE-2:			
14.CIV EDUC/CODE:	HS GRAD E	28.SQT PERCENTAGE:			

SECTION III - UNIT DATA

* 1.UPC:	ZAPAA	* 4.ARRIVAL DATE:		7.LOSING UPC:	
* 2.UNIT NAME:	HHC USAG 54TH INF DIV (Mech)	* 5.DEPART DATE:		8.REGT AFFIL:	
* 3.REPORT DATE:		* 6.GAINING UPC:		9.REGT HOMEBASE:	

SECTION IV - SERVICE DATA

1.PEBD:	900328	11.DATE ELIG GCMDL:	9609		
2.BASD:	900328	12.FHA ELIG IND:			
3.ETS:	980327	13.DLOS:			
4.CURR TERM SVC/CODE:	4 YR 4	14.DROS/DEROS:			
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:			
6.DATE LAST PCS:		16.LAST CBT TOUR/DATE:	Z		
7.DATE OF LAST EER:		17.CURR/LAST FST/CODE:			
8.EER DATE VERIF:	UNVERIFIED U	18.TRAVEL STATUS:			
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE:	1.	2.	3.
10.DATE ELIG AFRM:		20.CONUS PREF/CODE:			

SECTION V - POSITION DATA

1.POSITION NO:	AJU6	3.AUTH MOS/ASI:	76W20	5.AUTH LANG/CODE:	
2.POSITION TITLE:	PUMP STATION OPERATOR	4.AUTH GRADE/CODE:	SGT 5		

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
*1369/12114/7777

PRETEST/POSTTEST

PROMOTION POINT WORKSHEET

For use of this form, see AR 600-200; the proponent agency is MILPERCEN.

X INITIAL ____ REEVAL ____ RECOMP ____ RECLASS

DATE: 26 Dec 93

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC

PRINCIPAL PURPOSE: To determine eligibility for promotion

ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted

DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion

NAME	SOCIAL SECURITY NUMBER		GRADE
CORSARO, Anthony JR.	999-00-4219		SP4/E4
CURRENT ORGANIZATION	**SRB MOS**	**PMOS**	**RECOMMENDED GRADE/MOS**
HHC, USAG, 54th Inf Div (Mech)		19D10	SGT/19D20

PART I – RECOMMENDATION

FROM: (Commander)	THRU: (Promotion Authority)	TO: (MILPO)
,HHC, USAG, 54th Inf Div (Mech), ATTN: AJJBA Ft Atterbury, IN 46124-9500	Cdr, HQ, 54th Inf Div (Mech) Ft Atterbury, IN 46124-9000	DPCA, 54th Inf Div (Mech), Ft Atterbury, IN 46124-9105

1. Under the provisions of Chapter 7, AR 600-200, *(Active Army)*; Chapter 3, AR 140-158 *(USAR)*; or Chapter 6, NGR 600-200 *(ARNG)* (check one of the following):

X recommend the above named soldier for promotion/reevaluation to the grade indicated. *(Complete lines a - f and send to the promotion authority).*

____ request the following information be used in the next scheduled recomputation of promotion points. *(Complete lines c - f and send to the MILPO).*

a. Waivers required *(Maximum of two allowed)*: Time in Service ____, Time in Grade ____, SQT Score *(59 or below)* ____.

b. Soldier has ____, has not X completed the appropriate Noncommissioned Officer Education System *(NCOES)* instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience *(OJE)*.

c. Most recent individual assigned weapon qualification: Expert ____, Sharpshooter ____, Marksman X, Date 9310 *(see note 1)*.

d. Most recent Physical Readiness Test Scores *(situps* 100, *pushups* 100, *2 mile run* 100*)*: Total Score 300, Date 9310. *(Minimum score of 60 in each event). (See note 2)*

e. The soldier's current SQT score and date scored is 75/9308 *(see note 3)*. I certify *(must check one of the following on all recommendations)*:

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ____ that the soldier has not taken a SQT due to no fault of his/her own *(see note 4)*.

(3) ____ that the soldier failed to take a SQT during the most recent test period due to his/her own fault *(see note 5)*.

f. I award the soldier 190 promotion points for duty performance *(maximum 200 points). (See note 6)*

2. REMARKS

SIGNATURE OF COMMANDER/DATE

Michael L Perry

MICHAEL L. PERRY, CPT, AG, Commanding 26 Dec 93

SIGNATURE OF PROMOTION AUTHORITY/DATE

Leonard Smoking

LEONARD SMOKING, LTC, AG, Commanding 27 Dec 93 APPROVED X DISAPPROVED ____

DA FORM MAR 85 3355 EDITION OF NOV 80 IS OBSOLETE

PREPARED 02 FEB 94 **PCN:** AAC- C93
PPA IH **TYPE RECORD** PERSONNEL INQUIRY

PERSONNEL QUALIFICATION RECORD, PART I

CD 02 FEB 94 **SCN** 02
VOUCHER NO RLDC **REPORT DATE** 940302

SECTION I - PERSONAL DATA

* 1.NAME:	CURSARO ANTHONY JR.	* 6.RACE/CODE:	BL-NEG N
* 2.SSN:	999-00-4219	7.DATE OF BIRTH:	701212
* 3.VSSSN CODE:	Y	8.NUMBER OF DEPENDENTS:	00
* 4.MPC/CODE:	ENLISTED E	9.NO ACMP CSDEP PCS:	
* 5.SEX/CODE:	MALE M	10.NO ACMP NCSDEP PCS:	
		11.ETH GRP/CODE:	OTHER X
		12.CITZSHP/CODE:	NATIVE-BORN 1
		13.MRTL STS/CODE:	SINGLE S
		14.REL PREF/CODE:	BAPT-CH-OTHER 10

SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SP4 M	15.PROMOTION IND:	
* 2.DATE OF RANK:	930301	16.DUAL SVC GRADE/CODE:	
* 3.SVC COMP/CODE:	REG R	17.DUAL SVC COMP/CODE:	
* 4.PMOS/ASI:	19D1U	18.SMOS/ASI:	
* 5.LANG-1/CODE:		19.DUTY MOS/ASI:	19D10
* 6.LANG-2/CODE:		20.BONUS MOS/EFF DATE:	
* 7.SCTY STS CODE:	G	21.PROM/PROG MOS:	
* 8.SCTY CLNC/CODE:	SECRET S	22.PROPAY/CODE:	
* 9.PULHES:	111111	23.SPAY1/SPAY2:	
*10.PHYS CAT CODE:	A	24.IPAY1/IPAY2:	
11.GT SCORE:	104	25.SQT MOS:	19D10
12.OJT COMP DATE:		26.SQT DATE-1:	9307
13.MIL EDUC/CODE:	NONE 0	27.SQT DATE-2:	
14.CIV EDUC/CODE:	2 YR HS B	28.SQT PERCENTAGE:	
		29.SQT RATING/CODE:	
		30.SQT SCORE:	75
		31.PROM PTS-C/DATE:	
		32.PROM PTS-P/DATE:	
		33.REEN ELIG/INELIG:	ELIG-REENLIST 10

SECTION III - UNIT DATA

* 1.UPC:	ZIAAA	* 4.ARRIVAL DATE:	7.LOSING UPC:
* 2.UNIT NAME:	HHC USAG 54TH INF DIV (MECH)	* 5.DEPART DATE:	8.REGT AFFIL:
* 3.REPORT DATE:		* 6.GAINING UPC:	9.REGT HOMEBASE:

SECTION IV - SERVICE DATA

1.PEBD:	910302	11.DATE ELIG GCNDL:	9406	
2.BASD:	910507	12.FHA ELIG IND:		
3.ETS:	950506	13.DLOS:		
4.CURR TERM SVC/CODE:	3 YR 3	14.DROS/DEROS:		
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:		
6.DATE LAST PCS:		16.LAST CBT TOUR/DATE:	Z	
7.DATE OF LAST EER:		17.CURR/LAST FST/CODE:		
8.EER DATE VERIF:		18.TRAVEL STATUS:		
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE:	1.EUROPE 62	2. AK 02 3. FAR-EAST-PAC 63
10.DATE ELIG AFRM:		20.CONUS PREF/CODE:	CALIFORNIA 06	

SECTION V - POSITION DATA

1.POSITION NO:	AH04	3.AUTH MOS/ASI:	19D20
2.POSITION TITLE:	CREW LEADER	4.AUTH GRADE/CODE:	SGT 5
			5.AUTH LANG/CODE:

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
81760/1211A/77771

PRETEST/POSTTEST

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                    **************************
ROUTINE             *U N C L A S S I F I E D*
                    **************************
                      PT 00132     271/0650Z                PAGE 01

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ZNR UUUUU
R241433Z
FM CDR TNG SPTCEN FT EUSTIS VA //ATIC-SMD-FS//
INFO CDR  DIV HQ, 54TH INF DIV (MECH), FT ATTERBURY, IN 46124-9000//AT-TSO-301//
BT
UNCLAS
                      UNCLASSIFIED/TRAINING INFORMATION

                    *** UNDIVIDUAL SOLDIER'S REPORT ***

TO:  COMMANDER                              TSO:  301        TESTED:  JUL 93
     HHC USAG 54TH INF DIV (MECH)                            SCORED:  22 AUG 93
     FT ATTERBURY, IN  46124-9500                               SQT:  19D10


REPORT ON:        CORSARO,ANTHONY JR. SP4                          SCORE:  75
            SSN:  999-00-4219
           MOSC:  19D10  CAVALRY SCOUT
                                 ***

THE SQT INDICATES POTENTIAL TRAINING WEAKNESS ON TASK(S):




BT
#6899

NNNN




                    **************************
ROUTINE             * U N C L A S S I F I E D *
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PROMOTION POINT WORKSHEET

For use of this form, see AR 600-200; the proponent agency is MILPERCEN

XX INITIAL ____ REEVAL ____ RECOMP ____ RECLASS

DATE: 8 Dec 93

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.

PRINCIPAL PURPOSE: To determine eligibility for promotion.

ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted.

DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion.

NAME	SOCIAL SECURITY NUMBER		GRADE
Richard B. JACKSON	999-00-0016		SGT/E5
CURRENT ORGANIZATION	**SRB MOS**	**PMOS**	**RECOMMENDED GRADE/MOS**
HHC, USAG, 54th Ind Div (Mech)		19D20	SSG/19D

PART I – RECOMMENDATION

FROM: (Commander)	THRU: (Promotion Authority)	TO: (MILPO)
HHC, USAG, 54th Inf Div (Mech), ATTN: AJKGA Ft Atterbury, IN 46124-9500	Cdr, HQ, 54th Inf Div (Mech) Ft Atterbury, IN 46124-9000	DPCA, 54th Inf Div (Mech) Ft Atterbury, IN 46124-9105

1. Under the provisions of Chapter 7, AR 600-200, *(Active Army)*; Chapter 3, AR 140-158 *(USAR)*; or Chapter 6, NGR 600-200 *(ARNG)* (check one of the following.)

X recommend the above named soldier for promotion/reevaluation to the grade indicated. *(Complete lines a - f and send to the promotion authority).*

____ request the following information be used in the next scheduled recomputation of promotion points. *(Complete lines c - f and send to the MILPO).*

a. Waivers required *(Maximum of two allowed)*: Time in Service ____, Time in Grade ____, SQT Score *(59 or below)* ____.

b. Soldier has X, has not ____ completed the appropriate Noncommissioned Officer Education System *(NCOES)* instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience *(OJE)*.

c. Most recent individual assigned weapon qualification: Expert ____, Sharpshooter X, Marksman ____, Date 9302 *(see note 1)*.

d. Most recent Physical Readiness Test Scores *(situps 80, pushups 75, 2 mile run 100)*: Total Score 255, Date 9308. *(Minimum score of 60 in each event). (See note 2)*

e. The soldier's current SQT score and date scored is 60/9308 *(see note 3)*. I certify *(must check one of the following on all recommendations)*:

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ____ that the soldier has not taken a SQT due to no fault of his/her own *(see note 4)*.

(3) ____ that the soldier failed to take a SQT during the most recent test period due to his/her own fault *(see note 5)*.

f. I award the soldier 198 promotion points for duty performance *(maximum 200 points). (See note 6)*

2. REMARKS

SIGNATURE OF COMMANDER/DATE

FRANK J. TRENT, CPT, IN, Commanding 8 Dec 93

SIGNATURE OF PROMOTION AUTHORITY/DATE

LEONARD SMORING, LTC, AG, Commanding 9 Dec 94 APPROVED X DISAPPROVED ____

DA FORM 3355 MAR 85 EDITION OF NOV 80 IS OBSOLETE

PRETEST/POSTTEST

PREPARED 11 NOV 93 **PCN:** AAC-C93 — **PERSONNEL QUALIFICATION RECORD, PART I** — **CD** 11 NOV 93 **SCN** DZ
PPA IH **TYPE RECORD** PERSONNEL INQUIRY — **VOUCHER NO** RLDC **REPORT DATE** 931111

SECTION I - PERSONAL DATA

* 1. NAME:	JACKSON RICHARD B.	* 6. RACE/CODE:	WH-CAU C	11. ETH GRP/CODE:	OTHER X
* 2. SSN:	999-00- 0016	7. DATE OF BIRTH:	660408	12. CITZSHP/CODE:	NATIVE-BORN 1
* 3. VSSSN CODE:	V	8. NUMBER OF DEPENDENTS:	05	13. MRTL STS/CODE:	MARRIED M
* 4. MPC/CODE:	ENLISTED E	9. NO ACMP CSDEP PCS:	05	14. REL PREF/CODE:	BAPT-CH-OTHER 10
* 5. SEX/CODE:	MALE M	10. NO ACMP NCSDEP PCS:			

SECTION II - QUALIFICATION DATA

* 1. GRADE/CODE:	SGT 5	15. PROMOTION IND:		29. SQT RATING/CODE:	
* 2. DATE OF RANK:	930425	16. DUAL SVC GRADE/CODE:		30. SQT SCORE:	60
* 3. SVC COMP/CODE:	REG R	17. DUAL SVC COMP/CODE:		31. PROM PTS-C/DATE:	
* 4. PMOS/ASI:	19D20 0U	18. SMOS/ASI:	19E20	32. PROM PTS-P/DATE:	
* 5. LANG-1/CODE:		19. DUTY MOS/ASI:	19D30	33. REEN ELIG/INELIG:	INELIG-REENLIST 9X
* 6. LANG-2/CODE:		20. BONUS MOS/EFF DATE:			
* 7. SCTY STS CODE:	B	21. PROM/PROG MOS:			
* 8. SCTY CLNC/CODE:	SECRET S	22. PROPAY/CODE:			
* 9. PULHES:	111111	23. SPAY1/SPAY2:			
*10. PHYS CAT CODE:	A	24. IPAY1/IPAY2:			
11. GT SCORE:	96	25. SQT MOS:	19D2		
12. OJT COMP DATE:		26. SQT DATE-1:			
13. MIL EDUC/CODE:	BNCOC GRAD W	27. SQT DATE-2:	9308		
14. CIV EDUC/CODE:	4 YR HS D	28. SQT PERCENTAGE:	77%		

SECTION III - UNIT DATA

* 1. UPC:	ZAPAA	* 4. ARRIVAL DATE:		7. LOSING UPC:	
* 2. UNIT NAME:	HHC, USAG, 54TH (MECH)	* 5. DEPART DATE:		8. REGT AFFIL:	
* 3. REPORT DATE:		* 6. GAINING UPC:		9. REGT HOMEBASE:	

SECTION IV - SERVICE DATA

1. PEBD:	850410	11. DATE ELIG GCMDL:	9408		
2. BASD:	850410	12. FHA ELIG IND:			
3. ETS:	970409	13. DLOS:			
4. CURR TERM SVC/CODE:	4 YRS 4	14. DROS/DEROS:	920816		
5. DELAY IN SEP/CODE:		15. AEA/TERM DATE:			
6. DATE LAST PCS:		16. LAST CBT TOUR/DATE:	2		
7. DATE OF LAST EER:		17. CURR/LAST FST/CODE:			
8. EER DATE VERIF:		18. TRAVEL STATUS:			
9. DATE OF LAST PHOTO:		19. OVERSEAS PREF/CODE:	1. EUROPE 62	2. HI 15	3. FAR-EAST-PAC 63
10. DATE ELIG AFRM:		20. CONUS PREF/CODE:	FT BENNING GA GB		

SECTION V - POSITION DATA

1. POSITION NO:	AJ02	3. AUTH MOS/ASI:	19D30	5. AUTH LANG/CODE:	
2. POSITION TITLE:	SECTION LEADER	4. AUTH GRADE/CODE:	SSG 6		

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
81760/1211A/77771

INTRODUCTION

The United States Army's promotion system has changed immensely over the years and has evolved into a fair and standardized system which allows those with the desire and ability to get promoted. As a Personnel Management Specialist, you perform a very important role in the Army promotion system. You are the one who sees to it that promotion criteria are equitable, and uniformly applied, and it is your prompt action which keeps an individual's promotion from being delayed. If you fail to accurately process recommendations for promotions it could mean that a qualified individual may miss a promotion board or be passed over for promotion. Therefore, it is your responsibility to know and understand the eligibility criteria for promotion to the various grades, and to be prepared to assist and advise both the unit members and commanders in this regard.

This lesson will teach you to identify requirements for promotion to pay grades E5 and E6, to compare those requirements with the relevant information in each soldier's records, to determine whether unmet requirements can be waived (up to the limit allowed) and, to return recommendations for promotion.

BASIC ELIGIBILITY REQUIREMENTS FOR PROMOTION TO PAY GRADES E5 AND E6

A soldier competing for promotion to pay grades E5 and E6 must be recommended by his unit commander, and must be in a promotable status. These two requirements may never be waived.

To be in a promotable status a soldier must meet all education, security clearance, and physical qualification requirements. Additionally, information in his Military Personnel Record Jacket (MPRJ) must not place him in any of the nonpromotable status categories outlined in Chapter 7, AR 600-200.

In some instances, a soldier recommended for promotion may require a waiver for Time in Grade (TIG), for Time in Service (TIS), or for Skill Qualification Test (SQT) score. A total of two waivers may be granted. An exception to this two waiver limit occurs when a soldier has no SQT score through no fault of his own. In such a case a waiver may be granted under a no-fault provision, but it is not actually counted as a waiver.

Listed on the next page are the eligibility requirements for promotion to pay grades E5 and E6. These will be discussed in greater detail further on in the lesson.

ELIGIBILITY REQUIREMENTS FOR PROMOTION TO:	E5	E6
Commander's Recommendation	No waiver granted.	No waiver granted.
Promotable Status	No waiver granted.	No waiver granted.
Civilian Education	No waiver granted Must have an eighth grade education or GED equivalent.	No waiver granted. Must be a high school graduate or have a GED equivalent.
Security Clearance	No waiver granted. Must meet security requirements as outlined in AR 611-201.	No waiver granted. Must meet security requirements as outlined in AR 611-201.
Physical Qualification	No waiver granted. Must be physically qualified in MOS recommended.	No waiver granted. Must be physically qualified in MOS recommended.
Skill Qualification Test Score	Soldiers with an SQT score of 60 or higher may compete for promotion without a waiver. Those with a score of 59 or below may compete with a waiver. A soldier who, through no fault of his own, fails to take the SQT test may, under a no-fault provision, compete for promotion. As noted earlier, this provision will not count against his two waiver limit.	
Time in Service	36 months required. May be waived from one to 12 months.	84 months required. May be waived from one to 24 months.
Time in Grade	Eight months required. One-half may be waived. (See note)	10 months required. One-half may be waived. (See note)

Note: The month in which a soldier's Promotion Board appearance occurs is counted in determining Time in Service and Time in Grade. No waiver is granted below the minimum TIS and TIG requirements.

Civilian Education

To be eligible for promotion to pay grades E5 and E6 a soldier must meet the minimum education requirements stated on the chart on page 12. To determine a soldier's educational achievement, check Section II, Item 14, of his DA Form 2A (figure 1).

Security Clearance

Individuals competing for promotion to pay grades E5 and E6 must meet the security requirements for the MOS in which recommended as outlined in AR 611-201 (figure 2). To determine a soldier's security clearance status, check Section II, Item 8, of his DA Form 2A (figure 1).

Physical Qualification

A soldier must be physically qualified to perform the duties in the MOS and grade for which he has been recommended. To determine this, compare the requirements for the MOS and grade, which are found in AR 611-201 (figure 2), with the information found in Section II, Item 9, of his DA Form 2A (figure 1). Individuals with temporary physical profiles will use their current Annual Physical Readiness Test (APRT) results provided they are not more than one year old.

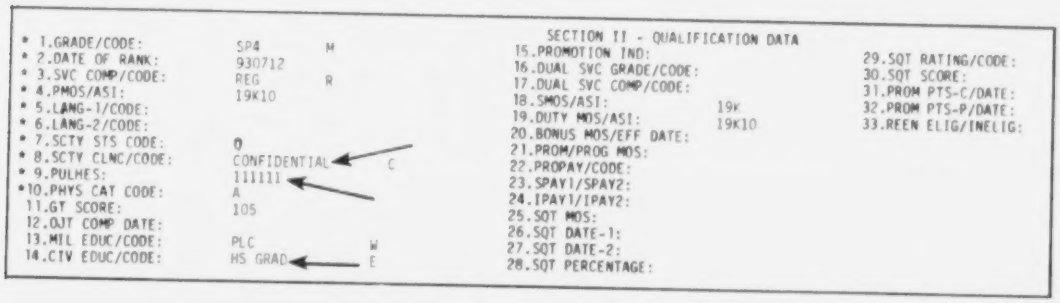

Figure 1

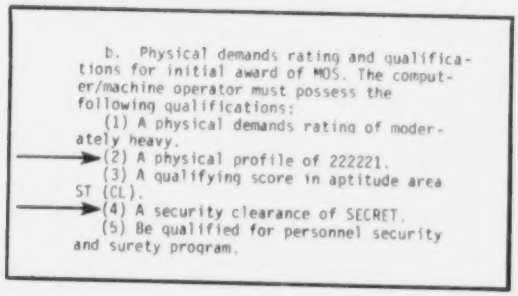
b. Physical demands rating and qualifications for initial award of MOS. The computer/machine operator must possess the following qualifications:
(1) A physical demands rating of moderately heavy.
(2) A physical profile of 222221.
(3) A qualifying score in aptitude area ST (CL).
(4) A security clearance of SECRET.
(5) Be qualified for personnel security and surety program.

Figure 2

TEC LESSON

Skill Qualification Test (SQT) Score

The SQT score is derived from an annual, written test given a soldier to demonstrate proficiency in his Primary Military Occupational Specialty (PMOS). To determine a soldier's SQT score check his DA Form 2A, Section II, Item 30 (figure 3), and his Individual Soldier's Report (ISR) (figure 4).

			SECTION II - QUALIFICATION DATA		
* 1.GRADE/CODE:	SP4	M	15.PROMOTION IND:		29.SQT RATING/CODE:
* 2.DATE OF RANK:	930301		16.DUAL SVC GRADE/CODE:		30.SQT SCORE: 75
* 3.SVC COMP/CODE:	REG	R	17.DUAL SVC COMP/CODE:		31.PROM PTS-C/DATE:
* 4.PMOS/ASI:	19D10		18.SMOS/ASI:		32.PROM PTS-P/DATE:
* 5.LANG-1/CODE:			19.DUTY MOS/ASI:	19D10	33.REEN ELIG/INELIG:
* 6.LANG-2/CODE:			20.BONUS MOS/EFF DATE:		
* 7.SCTY STS CODE:	G		21.PROM/PROG MOS:		
* 8.SCTY CLNC/CODE:	SECRET	S	22.PROPAY/CODE:		
* 9.PULHES:	111111		23.SPAY1/SPAY2:		
*10.PHYS CAT CODE:	A		24.IPAY1/IPAY2:		
11.GT SCORE:	104		25.SQT MOS:	19D10	
12.OJT COMP DATE:			26.SQT DATE-1:	9307	
13.MIL EDUC/CODE:	NONE	0	27.SQT DATE-2:		
14.CIV EDUC/CODE:	2 YR HS B		28.SQT PERCENTAGE:		

Figure 3

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                    **************************
ROUTINE             *U N C L A S S I F I E D*
                    **************************
                      PT 00132     271/0650Z                    PAGE 01

(U)  DISTRIBUTION

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RCTUADFN RUCLEJB6899-UUUU--RUCNAAA.
ZNR UUUUU
R241433Z
FM CDR TNG SPTCEN FT EUSTIS VA //ATIC-SMD-FS//
INFO CDR DIV HQ, 54TH INF DIV (MECH), FT ATTERBURY, IN 46124-9000//AT-TSO-301//
BT
UNCLAS

                    UNCLASSIFIED/TRAINING INFORMATION

                    *** UNDIVIDUAL SOLDIER'S REPORT ***

TO:  COMMANDER                              TSO:  301        TESTED:  JUL 93
     HHC USAG 54TH INF DIV (MECH)                            SCORED:  22 AUG 93
     FT ATTERBURY, IN  46124-9500                               SQT:  19D10

REPORT ON:      CORSARO,ANTHONY JR. SP4                          SCORE:  75
          SSN:  999-00-4219
         MOSC:  19D10  CAVALRY SCOUT
                       ***

THE SQT INDICATES POTENTIAL TRAINING WEAKNESS ON TASK(S):
```

Figure 4

PRACTICE EXERCISE 1

To test your understanding of the eligibility requirements for promotion to pay grades E5 and E6, respond to the questions asked in each of the situations below.

1. SGT Willis received a SQT evaluation score of 70. He asks you if that score qualifies him for promotion. What would you tell him?

2. SGT Hall has just completed a GED equivalent of a high school education. He is wondering if he meets the educational requirements for promotion to E6, or if the requirements can be waived. What would you tell him?.

3. SP4 Lloyd has a temporary physical profile. He is wondering if it will prevent him from being promoted to grade E5. What would you tell him?

4. SP4 Richardson was unable to take the SQT test at her last duty station because she was in the hospital. She already needs waivers for TIG and TIS. She is wondering if she could get a third waiver. What would you tell her?

SOLUTIONS TO PRACTICE EXERCISE 1

1. You would tell SGT Willis that he was eligible for promotion since to be fully eligible his latest SQT test score had to have been at least 60.

2. You would tell SGT Hall that he now meets the civilian educational requirement for promotion to pay grade E6 since a high school diploma or HS GED is necessary. You would also answer that there are NO WAIVERS in the educational category.

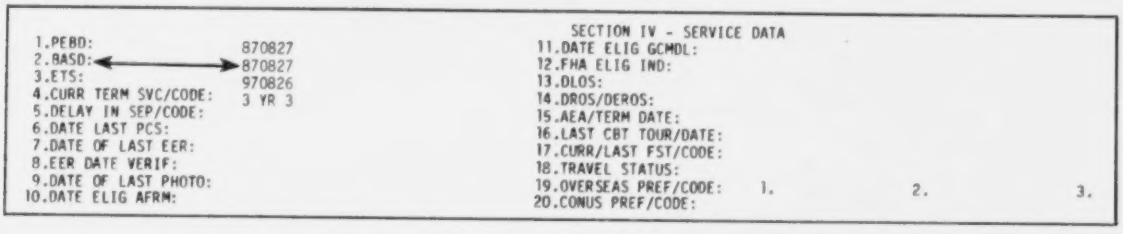
3. You would tell SP4 Lloyd that his temporary physical profile would not disqualify him for promotion as long as his Annual Physical Readiness Test (APRT) was not more than one year old.

4. You would tell SP4 Richardson that the no-fault provision would permit her to compete without affecting her two waiver limit.

Time in Service (TIS)

TIS and BASD, Basic Active Service Date, have essentially the same meaning. Each identifies the date an individual entered the Army. As previously noted, a soldier must have served a minimum amount of time in the Army in order to be promoted to pay grades E5 and E6, or to any other pay grades. It is important, therefore, that you accurately compute a soldier's TIS when determining his eligibility for promotion to the next higher grade.

To determine a soldier's TIS you subtract the year, month, and day (YYMMDD) of his Basic Active Service Date (BASD) from the year, month, and last day of the month, always shown as 30, for the month in which the promotion action will occur. For example, if the Promotion Board meets on 15 February 1994, you would use 940230, even though February 1994 ends on the 28th. The same would be true for 31 day months-the last day of a given month would be shown as YYMM30. The BASD is found on the soldier's DA Form 2A, Section IV, Item 2. (See figure 5.) The Promotion Board's convening date is given by your Military Personnel Office (MILPO).



1.PEBD:	870827	SECTION IV - SERVICE DATA 11.DATE ELIG GCMDL:	
2.BASD:	870827	12.FHA ELIG IND:	
3.ETS:	970826	13.DLOS:	
4.CURR TERM SVC/CODE:	3 YR 3	14.DROS/DEROS:	
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:	
6.DATE LAST PCS:		16.LAST CBT TOUR/DATE:	
7.DATE OF LAST EER:		17.CURR/LAST FST/CODE:	
8.EER DATE VERIF:		18.TRAVEL STATUS:	
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE: 1.	2. 3.
10.DATE ELIG AFRM:		20.CONUS PREF/CODE:	

Figure 5

Example: SGT Thurman's BASD is 870827, and the Promotion Board will convene 15 February 1994. You would compute his TIS as shown below.

		(YY)	(MM)	DD
		93	14 (2+12)	
(Board's Convening Date)		~~94~~	~~02~~	30
(Soldier's BASD)	(-)	87	08	27
		06 years	06 months	03 days

When subtracting a month with a larger number from one with a smaller number borrow 12 months (1 year), add it to the month column, then perform the subtraction.

Convert years to months (6 X 12 = 72 + 6 = 78), and add the total months to arrive at the soldier's TIS.

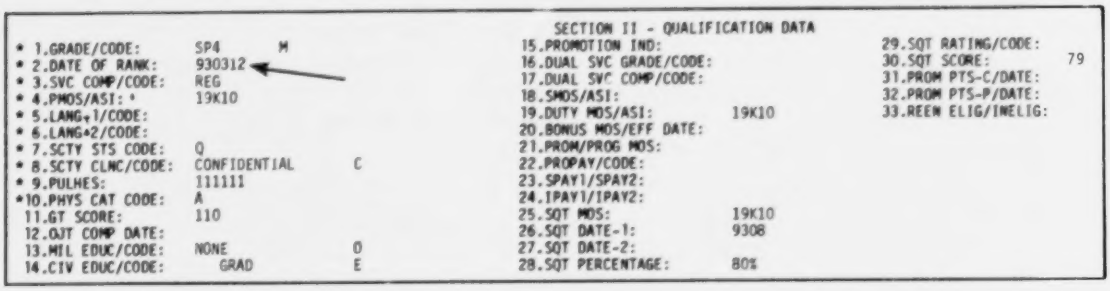
Note: For soldiers who entered the service under the Army Civilian Acquired Skills Program (ACASP), use their Basic Enlisted Service Dates (BESD) instead of their BASDs. For further information refer to AR 601-210.

TEC LESSON

Time in Grade (TIG)

TIG and Date of Rank (DOR) are related, in that they are associated with the date a soldier was promoted to his present grade or rank. As was true with its counterpart, TIS, a specific amount of time in grade is required prior to a soldier's promotion to the next higher grade, and it must be computed accurately.

You compute TIG the same way you did TIS, by subtracting the year, month, and day (YYMMDD) of a soldier's Date of Rank (DOR) from the year, month, and last day of the month, always shown as 30, in which the promotion action will occur. The DOR is found on the soldier's DA Form 2A, Section II, Item 2 (figure 6).



SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SP4	M	15.PROMOTION IND:		29.SQT RATING/CODE:
* 2.DATE OF RANK:	930312		16.DUAL SVC GRADE/CODE:		30.SQT SCORE: 79
* 3.SVC COMP/CODE:	REG		17.DUAL SVC COMP/CODE:		31.PROM PTS-C/DATE:
* 4.PMOS/ASI:	19K10		18.SMOS/ASI:		32.PROM PTS-P/DATE:
* 5.LANG+1/CODE:			19.DUTY MOS/ASI:	19K10	33.REEN ELIG/INELIG:
* 6.LANG+2/CODE:			20.BONUS MOS/EFF DATE:		
* 7.SCTY STS CODE:	Q		21.PROM/PROG MOS:		
* 8.SCTY CLNC/CODE:	CONFIDENTIAL	C	22.PROPAY/CODE:		
* 9.PULHES:	111111		23.SPAY1/SPAY2:		
*10.PHYS CAT CODE:	A		24.IPAY1/IPAY2:		
11.GT SCORE:	110		25.SQT MOS:	19K10	
12.OJT COMP DATE:			26.SQT DATE-1:	9308	
13.MIL EDUC/CODE:	NONE	0	27.SQT DATE-2:		
14.CIV EDUC/CODE:	GRAD	E	28.SQT PERCENTAGE:	80%	

Figure 6

Example: SP4 Price's DOR is 930312, and the Promotion Board will convene 15 May 1994. You would compute his TIG as shown below.

		Year	Month	DD
		93	13	
(Board Convening Date)		~~94~~	~~01~~	30
(DOR)	(-)	93	03	12
		0 years	10 months	18 days

Convert years to months, if applicable, and add the total months to arrive at the soldier's TIG (0 + 10 = 10).

You should now be ready to test your skill at determining TIS and TIG.

PRACTICE EXERCISE 2

1. Using SP4 Price's DA Form 2A, below, determine his TIG. He is scheduled to appear before the Promotion Board on 940722.

PREPARED 02 MAR 94 PCN: AAC- C93
PPA IH TYPE RECORD RECONCILIATION

PERSONNEL QUALIFICATION RECORD, PART I

CD 01 MAR 94 SCN CA
VOUCHER NO RLDC REPORT DATE 940301

SECTION I - PERSONAL DATA

* 1.NAME:	PRICE DONALD RAPLH	* 6.RACE/CODE: BL-NEG N	11.ETH GRP/CODE: OTHER X
* 2.SSN:	999-00-1562	7.DATE OF BIRTH: 730408	12.CITZSHP/CODE: NATIVE-BORN 1
* 3.VSSSN CODE:	V	8.NUMBER OF DEPENDENTS: 02	13.MRTL STS/CODE: MARRIED M
* 4.MPC/CODE:	ENLISTED E	9.NO ACMP CSDEP PCS:	14.REL PREF/CODE: BAPT-CH-OTHER 10
* 5.SEX/CODE:	MALE M	10.NO ACMP NCSDEP PCS:	

SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SP4 M	15.PROMOTION IND:	29.SQT RATING/CODE: QUAL NEXT GR/80-100 Q
* 2.DATE OF RANK:	930304	16.DUAL SVC GRADE/CODE:	30.SQT SCORE: 81
* 3.SVC COMP/CODE:	REG R	17.DUAL SVC COMP/CODE:	31.PROM PTS-C/DATE:
* 4.PMOS/ASI:	72E10	18.SMOS/ASI: 75B20	32.PROM PTS-P/DATE:
* 5.LANG-1/CODE:		19.DUTY MOS/ASI: 72E10	33.REEN ELIG/INELIG:
* 6.LANG-2/CODE:		20.BONUS MOS/EFF DATE:	
* 7.SCTY STS CODE:	S	21.PROM/PROG MOS:	
* 8.SCTY CLNC/CODE:	SECRET S	22.PROPAY/CODE:	
* 9.PULHES:	111111	23.SPAY1/SPAY2:	
*10.PHYS CAT CODE:	A	24.IPAY1/IPAY2:	
11.GT SCORE:	125	25.SQT MOS: 72E10	
12.OJT COMP DATE:		26.SQT DATE-1: 9310	
13.MIL EDUC/CODE:	NONE 0	27.SQT DATE-2:	
14.CIV EDUC/CODE:	HS GRAD E	28.SQT PERCENTAGE: 83%	

SECTION III - UNIT DATA

* 1.UPC:	ZAPAA	* 4.ARRIVAL DATE:	7.LOSING UPC:
* 2.UNIT NAME:	HHC USAG 54INF (MECH)	* 5.DEPART DATE:	8.REGT AFFIL:
* 3.REPORT DATE:		* 6.GAINING UPC:	9.REGT HOMEBASE:

SECTION IV - SERVICE DATA

1.PEBD:	910724	11.DATE ELIG GCMDL:		
2.BASD:	910724	12.FHA ELIG IND:		
3.ETS:	960222	13.DLOS:		
4.CURR TERM SVC/CODE:	4 YR 4	14.DROS/DEROS:		
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:		
6.DATE LAST PCS:	9208	16.LAST CBT TOUR/DATE: NONE Z		
7.DATE OF LAST EER:		17.CURR/LAST FST/CODE: NO PRIOR OS SVC Z		
8.EER DATE VERIF:		18.TRAVEL STATUS:		
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE: 1. AK 02	2. HI 15	3. EUROPE 62
10.DATE ELIG AFRM:		20.CONUS PREF/CODE: TEXAS 48		

SECTION V - POSITION DATA

1.POSITION NO:	G459	3.AUTH MOS/ASI: 72E20	5.AUTH LANG/CODE:
2.POSITION TITLE:	TELCOM SHIFT SUPV	4.AUTH GRADE/CODE: SGT 5	

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
R1760/1211A/77771

TEC LESSON

2. SGT Morrow will appear before the Promotion Board that convenes 940730. Using his DA Form 2A, below, determine his TIG.

PREPARED 02 MAR 94 PCN: AAC-
PPA IH TYPE RECORD RECONCILIATION

PERSONNEL QUALIFICATION RECORD, PART I

CD 02 MAR 94 SCN CA
VOUCHER NO RLOC REPORT DATE 940301

SECTION I - PERSONAL DATA

* 1.NAME:	MORROW LEWIS FULTON	* 6.RACE/CODE:	BL-NEG N
* 2.SSN:	999-00-1016	7.DATE OF BIRTH:	770627
* 3.VSSSN CODE:	V	8.NUMBER OF DEPENDENTS:	00
* 4.MPC/CODE:	ENLISTED E	9.NO ACMP CSDEP PCS:	
* 5.SEX/CODE:	MALE M	10.NO ACMP NCSDEP PCS:	
		11.ETH GRP/CODE:	OTHER X
		12.CITZSHP/CODE:	NATIVE-BORN 1
		13.MRTL STS/CODE:	SINGLE S
		14.REL PREF/CODE:	PROT-OTHER 70

SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SGT 5	15.PROMOTION IND:	
* 2.DATE OF RANK:	920305	16.DUAL SVC GRADE/CODE:	
* 3.SVC COMP/CODE:	REG R	17.DUAL SVC COMP/CODE:	
* 4.PMOS/ASI:	94B20	18.SMOS/ASI:	00000 00
* 5.LANG-1/CODE:		19.DUTY MOS/ASI:	94B20 00
* 6.LANG-2/CODE:		20.BONUS MOS/EFF DATE:	
* 7.SCTY STS CODE:	A	21.PROM/PROG MOS:	
* 8.SCTY CLNC/CODE:	BI	22.PROPAY/CODE:	NONE
* 9.PULHES:	111111	23.SPAY1/SPAY2:	
*10.PHYS CAT CODE:	A	24.IPAY1/IPAY2:	
11.GT SCORE:	109	25.SQT MOS:	94B 7
12.OJT COMP DATE:		26.SQT DATE-1:	9211
13.MIL EDUC/CODE:	PTC GRAD Z	27.SQT DATE-2:	9311
14.CIV EDUC/CODE:	4 YRS HS D	28.SQT PERCENTAGE:	90%
		29.SQT RATING/CODE:	QUAL NEXT GR/80-100 Q
		30.SQT SCORE:	96
		31.PROM PTS-C/DATE:	
		32.PROM PTS-P/DATE:	
		33.REEN ELIG/INELIG:	ELIG-REENLIST 10

SECTION III - UNIT DATA

* 1.UPC:	ZAPAA	* 4.ARRIVAL DATE:	900822
* 2.UNIT NAME:	AG CO 54TH INF DIV (MECH)	* 5.DEPART DATE:	
* 3.REPORT DATE:	900822	* 6.GAINING UPC:	
		7.LOSING UPC:	
		8.REGT AFFIL:	
		9.REGT HOMEBASE:	

SECTION IV - SERVICE DATA

1.PEBD:	880819	11.DATE ELIG GCMDL:	9602
2.BASD:	880926	12.FHA ELIG IND:	
3.ETS:	960105	13.DLOS:	
4.CURR TERM SVC/CODE:	3 YR 3	14.DROS/DEROS:	
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:	
6.DATE LAST PCS:	9008	16.LAST CBT TOUR/DATE:	NONE Z
7.DATE OF LAST EER:		17.CURR/LAST FST/CODE:	NO PRIOR OS SVC Z
8.EER DATE VERIF:	UNVERFIED U	18.TRAVEL STATUS:	NO DEPN
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE:	1.HI 15 2. FAR-EAST-PAC 3. EUROPE 62
10.DATE ELIG AFRM:		20.CONUS PREF/CODE:	FORT KNOX KY KK

SECTION V - POSITION DATA

1.POSITION NO:	A878	3.AUTH MOS/ASI:	94B20 00
2.POSITION TITLE:	COOK	4.AUTH GRADE/CODE:	SGT 5
		5.AUTH LANG/CODE:	

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
91769-15113/77777

3. SGT Eskew is scheduled to appear before the Promotion Board on 940530. Using his DA For 2A, below, determine his TIS.

PREPARED 02 MAR 94 PCN: AAC- P73 — PERSONNEL QUALIFICATION RECORD, PART I — CD 02 MAR 94 SCN 0A
PPA IH TYPE RECORD PERSONNEL-INQY — VOUCHER NO RLOC REPORT DATE 940302

SECTION I - PERSONAL DATA

* 1.NAME:	ESKEW GREGGORY CRAIG	* 6.RACE/CODE:	BL-NEG M	11.ETH GRP/CODE:	OTHER X
* 2.SSN:	999-00-1331	7.DATE OF BIRTH:	700103	12.CITZSHP/CODE:	NATIVE-BORN 1
* 3.VSSSN CODE:	V	8.NUMBER OF DEPENDENTS:	03	13.MRTL STS/CODE:	MARRIED M
* 4.MPC/CODE:	ENLISTED E	9.NO ACMP CSDEP PCS:		14.REL PREF/CODE:	NO-REL-PREF
* 5.SEX/CODE:	MALE M	10.NO ACMP NCSDEP PCS:			

SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SGT 5	15.PROMOTION IND:		29.SQT RATING/CODE:	
* 2.DATE OF RANK:	920405	16.DUAL SVC GRADE/CODE:		30.SQT SCORE:	58
* 3.SVC COMP/CODE:	REG R	17.DUAL SVC COMP/CODE:		31.PROM PTS-C/DATE:	
* 4.PMOS/ASI:	16T20	18.SMOS/ASI:	17K20	32.PROM PTS-P/DATE:	
* 5.LANG-1/CODE:		19.DUTY MOS/ASI:	16T20	33.REEN ELIG/INELIG:	
* 6.LANG-2/CODE:		20.BONUS MOS/EFF DATE:			
* 7.SCTY STS CODE:	S	21.PROM/PROG MOS:			
* 8.SCTY CLNC/CODE:	SECRET	22.PROPAY/CODE:			
* 9.PULHES:	111111	23.SPAY1/SPAY2:			
*10.PHYS CAT CODE:	B	24.IPAY1/IPAY2:			
11.GT SCORE:	115	25.SQT MOS:	16T		
12.OJT COMP DATE:		26.SQT DATE-1:	9304		
13.MIL EDUC/CODE:	NONE 0	27.SQT DATE-2:			
14.CIV EDUC/CODE:	HS GRAD 6	28.SQT PERCENTAGE:	75%		

SECTION III - UNIT DATA

* 1.UPC:	Z14C0	* 4.ARRIVAL DATE:		7.LOSING UPC:	
* 2.UNIT NAME:	WZ14 COC 1BN 3D AR 54INF DIV	* 5.DEPART DATE:		8.REGT AFFIL:	
* 3.REPORT DATE:		* 6.GAINING UPC:		9.REGT HOMEBASE:	

SECTION IV - SERVICE DATA

1.PEBD:	870627	11.DATE ELIG GCMDL:					
2.BASD:	870627	12.FHA ELIG IND:					
3.ETS:	960626	13.DLOS:					
4.CURR TERM SVC/CODE:	4 YR 4	14.DROS/DEROS:					
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:					
6.DATE LAST PCS:		16.LAST CBT TOUR/DATE:	NONE				
7.DATE OF LAST EER:		17.CURR/LAST FST/CODE:					
8.EER DATE VERIF:		18.TRAVEL STATUS:					
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE:	1.	NO PREF	2.	00	3.
10.DATE ELIG AFRM:		20.COMUS PREF/CODE:					

SECTION V - POSITION DATA

1.POSITION NO:	DA53	3.AUTH MOS/ASI:	16T30	5.AUTH LANG/CODE:	
2.POSITION TITLE:	SUPV MISSILE LAUNCH OPER	4.AUTH GRADE/CODE:	SSG 6		

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
81760/1211A/77771

(Page 22 is intentionally left blank.)

4. Using DA Form 2A, below, determine S
convenes at 0830 hours on 940928.

PREPARED 02 MAR 94 PCN: AAC- P73
PPA IH TYPE RECORD PERSONNEL-INQY

PERSONNE

* 1.NAME:	KNIGHT JEROLD ROLF	
* 2.SSN:	999-00-1330	
* 3.VSSSN CODE:	V	
* 4.MPC/CODE:	ENLISTED E	
* 5.SEX/CODE:	MALE M	
* 1.GRADE/CODE:	SP4 M	
* 2.DATE OF RANK:	930312	
* 3.SVC COMP/CODE:	REG R	
* 4.PMOS/ASI:	19K10	
* 5.LANG-1/CODE:		
* 6.LANG-2/CODE:		
* 7.SCTY STS CODE:	Q	
* 8.SCTY CLNC/CODE:	CONFIDENTIAL C	
* 9.PULHES:	111111	
*10.PHYS CAT CODE:	A	
11.GT SCORE:	110	
12.OJT COMP DATE:		
13.MIL EDUC/CODE:	NONE 0	
14.CIV EDUC/CODE:	HS GRAD E	
* 1.UPC:	Z14LD	
* 2.UNIT NAME:	WZ14 COC 1BN 3D AR 54INF DIV	
* 3.REPORT DATE:		
1.PEBD:	91062/	
2.RASD:	910812	
3.ETS:	970811	
4.CURR TERM SVC/CODE:	3 YR 3	
5.DELAY IN SEP/CODE:		
6.DATE LAST PCS:		
7.DATE OF LAST EER:		
8.EER DATE VERIF:		
9.DATE OF LAST PHOTO:		
10.DATE ELIG AFRM:		
1.POSITION NO:	DA32	
2.POSITION TITLE:	TANK COMMANDER	

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS
Enlisted Peacetime and (*) Wartime
PRIVACY ACT STATEMENT

TEC LESSON

4 Knights' TIS if the Promotion Board

QUALIFICATION RECORD, PART I

CD 09 MAR 94 SCN CA
VOUCHER NO 81DC REPORT DATE 940330

N I - PERSONAL DATA
DE: WH-CAU C
BIRTH: 741227
OF DEPENDENTS:
FSDEP PCS:
NCSDEP PCS:

11.ETH GRP/CODE: OTHER X
12.CITZSHP/CODE: NATIVE-BORN 1
13.MRTL STS/CODE: SINGLE S
14.REL PREF/CODE: NO-REL-PREF

ON II - QUALIFICATION DATA
ION END:
VC GRADE/CODE:
NC COMP/CODE:
ST: 00000
OS/ASI: 19K10
MOS/EFF DATE:
ROG MOS:
/CODE:
SPAY2:
IPAY2:
SC: 19K10
ATE-1: 9408
ATE-2:
RCENTAGE: 80

29.SQT RATING/CODE:
30.SQT SCORE: 79
31.PROM PTS-C/DATE:
32.PROM PTS-P/DATE:
33.REEN ELIG/INELIG:

ION III - UNIT DATA
AL DATE:
T DATE:
NG UPC:

7.LOSING UPC:
8.REGT AFFIL:
9.REGT HOMEBASE:

ION IV - SERVICE DATA
ELIG GCMDL:
LIG IND:
VOSROS:
TERM DATE: NONE Z
CBT TOUR/DATE:
/LAST PST/CODE:
EL STATUS:
SEAS PREF/CODE: 1. EUROPE 2. 3.
S PREF/CODE: 1 KNOX KY

TION V - POSITION DATA
MOS/ASI: 19KC0
GRADE/CODE: SGT 5

5.AUTH LANG/CODE:

CTION VI - LOCAL DATA

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2

1. (SP4 Price)

	Year	Month	DD
	94	07	30
(-)	93	03	04
	01	04	26

TIG = 1 year and 4 months or 16 months.

2. (SGT Morrow)

	94	07	30
(-)	92	03	05
	02	04	25

TIG = 2 years and 4 months or 28 months.

3. (SGT Eskew)

	93	17	
	~~94~~	~~07~~	30
(-)	87	06	27
	06	11	03

TIS = 6 years and 11 months or 83 months.

4. (SP4 Knight)

	94	09	30
(-)	91	08	12
	03	01	18

TIS = 3 years and 1 month or 37 months.

PREPARING A SEPARATE PAGE ENDORSEMENT

If, when processing a Commander's recommendation for promotion (DA Form 3355), you find that a soldier needs more waivers than he is allowed, or that one or more requirements which may not be waived keep him from being in a promotable status, you must return the recommendation with a separate page, explanatory endorsement attached to it.

PROMOTION POINT WORKSHEET

For use of this form, see AR 600-200; the proponent agency is MILPERCEN

X INITIAL ___ REEVAL ___ RECOMP ___ RECLASS — DATE: 1 Dec 93

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC

PRINCIPAL PURPOSE: To determine eligibility for promotion

ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted

DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion

NAME	SOCIAL SECURITY NUMBER	GRADE
Adams RECLASS	999-00-1100	SGT

CURRENT ORGANIZATION	SRB MOS	PMOS	RECOMMENDED GRADE MOS
HHC USAG Company, Ft Atterbury, IN 46124-9500		76Y20	SSG/76Y

PART I – RECOMMENDATION

FROM (Commander):	THRU (Promotion Authority):	TO: (MILPO):
HHC USAG Company ATTN: AJKGA, Ft Atterbury, IN 46124-9500	Cdr, HQ, 54th Inf Div (Mech) Ft Atterbury, IN 46124-9000	Dir, MILPO, 54th Inf Div (Mech), ATTN: AJKDP Ft Atterbury, IN 46124-9105

1. Under the provisions of Chapter 7, AR 600-200, *(Active Army)*; Chapter 3, AR 140-158 *(USAR)*; or Chapter 6, NGR 600-200 *(ARNG)*: *(check one of the following)*

X recommend the above named soldier for promotion/reevaluation to the grade indicated. *(Complete lines a - f and send to the promotion authority.)*

___ request the following information be used in the next scheduled recomputation of promotion points. *(Complete lines c - f and send to the MILPO.)*

a. Waivers required *(Maximum of two allowed)*: Time in Service ___, Time in Grade ___, SQT Score *(59 or below)* X

b. Soldier has X has not ___ completed the appropriate Noncommissioned Officer Education System *(NCOES)* instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience *(OJE)*.

c. Most recent individual assigned weapon qualification: Expert ___, Sharpshooter X, Marksman ___, Date 9310 *(see note 1)*

d. Most recent Physical Readiness Test Scores *(situps 100, pushups 100, 2 mile run 100)*: Total Score 300, Date 9309 *(Minimum score of 60 in each event). (See note 2)*

e. The soldier's current SQT score and date scored is 58/9305 *(see note 3)*. I certify *(must check one of the following on all recommendations)*:

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ___ that the soldier has not taken a SQT due to no fault of his/her own *(see note 4)*.

(3) ___ that the soldier failed to take a SQT during the most recent test period due to his/her own fault *(see note 5)*.

f. I award the soldier 200 promotion points for duty performance *(maximum 200 points). (See note 6)*

2. REMARKS

SIGNATURE OF COMMANDER/DATE
William Holbruck
WILLIAM HOLBRUCK, CPT, AG, Commanding — 1 Dec 93

SIGNATURE OF PROMOTION AUTHORITY/DATE
Willis P. Franklin
WILLIS P. FRANKLIN, LTC, IN, Commanding — 3 Dec 93 — APPROVED X — DISAPPROVED ___

DA FORM 3355 — EDITION OF NOV 80 IS OBSOLETE

TEC LESSON

To prepare a separate page endorsement use plain white bond paper. Use the same margins, paragraph numbering, indention, and subparagraphing as for a military letter.

The heading contains the following information.

1. The OFFICE SYMBOL of the office preparing the endorsement will be typed at the left margin on the eighth line from the top of the page. To the right of it, in parentheses, type the office symbol and date of the basic letter, followed by the writer's name, the initials of the typist, and the telephone number of the drafter, ending approximately at the right margin. (In this lesson the basic letter is the Commander's recommendation, DA Form 3355 (Promotion Point Worksheet).)

Example:

```
1
2
3
4
5
6
7
8  AJKDP (AJKGA/1 Dec 93)  1st End                    SFC Franklin/xx/8437
```

2. The SUBJECT is typed on the next line below the office symbol, starting at the left margin. The subject is the same as the basic letter.

Example:

```
8 AJKDP (AJKGA/1 Dec 93)  1st End                    SFC Franklin/xx/8437
1 SUBJECT:  Promotion Point Worksheet
```

3. The FROM addressee is typed two lines below the subject line. It is followed by the date of the endorsement, which is stamped or typed three spaces after the zip code. (Assume the date to be 3 Dec 93.)

Example:

```
    SUBJECT:  Promotion Point Worksheet
1
2 Director, MILPO, 54th Infantry Division (Mech), Fort Atterbury, IN
  46124-9105   3 Dec 93
```

4. The TO addressee is typed on the second line below the FROM addressee. If the TO addressee cannot be typed on a single line, indent on the next line and continue the address directly under the first line. When used, the ATTENTION line will be placed between the unit identification and the geographical location of the unit.

Example:

1
2 Director, MILPO, 54th Infantry Division (Mech), Fort Atterbury, IN
46124-9105 3 Dec 93

1
2 TO: Commander, 54th AG Company, ATTN: AJKGA, Fort Atterbury, IN
46124-9500

5. The BODY, AUTHORITY LINE, SIGNATURE BLOCK, ENCLOSURE LISTING, and, when used, the INFORMATION COPY notation, will be typed as specified for a military letter. Position the PAGE number in the center of the page, and approximately 1 inch from the bottom of the page.

On the page that follows is an endorsement to the sample DA Form 3355 on page 25 in which SGT Reclass was recommended for promotion by the unit Commander, but was found to be ineligible. You would use such an endorsement to return the recommendation and to explain your finding that the soldier was in a non-promotable status.

TEC LESSON

AJJDP (AJKGA/1 Dec 93) 1st End SFC Franklin/xx/8437
SUBJECT: Promotion Point Worksheet

Director, MILPO, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9105 14 Dec 93

TO: Commander, 54th AG Company, ATTN: AJKGA, Fort Atterbury, IN 46124-9500

1. The recommendation for promotion of SGT Adams Reclass, SSN 999-00-1100, is returned without action.

2. Individual's records indicate that he does not have the minimum TIS or TIG, nor the SQT score required by Chapter 7, AR 600-200, for promotion to grade E6.

Elias M. Openshaw

ELIAS M. OPENSHAW
LTC, AG
DPCA

2 (1" from the bottom of the page)

Note: The subject line of an endorsement may vary. For example, it might be "Commander's Recommendation for Promotion on SGT Reclass," or "Commander's Recommendation for Promotion," as well as what is shown. Each would be acceptable.

PRACTICE EXERCISE 3

Assume you are SGT Johnson, Personnel Management Specialist, working in MILPO, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9105. Your office symbol is AJKDP. Your telephone number is 8437. Today is 30 March 1994. Your supervisor has given you the DA Form 3355, shown below, to process. In reviewing the individual's MPRJ you find that he needs a waiver for TIS as well as for the two already marked in order to appear before the promotion board.

On a separate sheet of paper write or type an appropriate endorsement for returning the recommendation to the unit.

PROMOTION POINT WORKSHEET
For use of this form, see AR 600-200; the proponent agency is MILPERCEN

X INITIAL ___ REEVAL ___ RECOMP ___ RECLASS

DATE: 15 Mar 94

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC

PRINCIPAL PURPOSE: To determine eligibility for promotion

ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted.

DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion.

NAME	SOCIAL SECURITY NUMBER		GRADE
Richard Harris	999-00-1456		SP4
CURRENT ORGANIZATION	**SKILL**	**PMOS**	**RECOMMENDED GRADE/MOS**
54th CML, Fort Atterbury, IN 46124-9305		76Y10	SGT/76Y

PART I - RECOMMENDATION

FROM: (Commander), 54th CML, ATTN: AJHE, Ft Atterbury, IN 46124-9305

THRU: (Promotion Authority): Cdr, 54th Engineer Bn, Ft Atterbury, IN 46124-9102

TO: (MILPO): Dir, MILPO, 54th Inf Div (Mech), Ft Atterbury, IN 46124-9105

1. Under the provisions of Chapter 7, AR 600-200, (*Active Army*); Chapter 3, AR 140-158 (*USAR*); or Chapter 6, NGR 600-200 (*ARNG*); (*check one of the following*)

X ___ recommend the above named soldier for promotion/reevaluation to the grade indicated. (*Complete lines a - f and send to the promotion authority.*)

___ request the following information be used in the next scheduled recomputation of promotion points. (*Complete lines c - f and send to the MILPO.*)

a. Waiver required (*Maximum of two allowed*): Time in Service ____, Time in Grade X, SQT Score (*59 or below*) X

b. Soldier has X, has not ___ completed the appropriate Noncommissioned Officer Education System (*NCOES*) instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience (*OJE*).

c. Most recent individual assigned weapon qualification: Expert X, Sharpshooter ___, Marksman ___, Date 9311 (*see note 1*)

d. Most recent Physical Readiness Test Scores (*situps* 100, *pushups* 100, *2 mile run* 98). Total Score 298, Date 9309. (*Minimum score of 60 in each event*). (*See note 2*)

e. The soldier's current SQT score and date scored is 57/9309 (*see note 3*). I certify (*must check one of the following on all recommendations*):

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ___ that the soldier has not taken a SQT due to no fault of his/her own (*see note 4*).

(3) ___ that the soldier failed to take a SQT during the most recent test period due to his/her own fault (*see note 5*).

f. I award the soldier 198 promotion points for duty performance (*maximum 200 points*). (*See note 6*)

2. REMARKS

3. SIGNATURE OF COMMANDER/DATE
Kenneth Gardner
KENNETH GARDNER, CPT, EN, Commanding 15 Mar 94

SIGNATURE OF PROMOTION AUTHORITY/DATE
Robert B. Hill
ROBERT B. HILL, LTC, EN, Commanding 17 Mar 94

APPROVED X DISAPPROVED ___

DA FORM 3355 MAR 89 EDITION OF NOV 80 IS OBSOLETE

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 3

AJKDP (AJJLE/15 Mar 94) 1st End SGT Johnson/xx/8437
SUBJECT: Promotion Point Worksheet

Director, MILPO 54th Infantry Division (Mech), Ft Atterbury, IN 46124-9105 30 Mar 94

TO: Commander, 54th CML, ATTN: AJJLE, Ft Atterbury, IN 46124-9305

1. The recommendation for promotion of SP4 Harris, SSN 999-00-1456, is returned without action.

2. Individual's records indicate that he needs a waiver for his TIS as well as for his TIG and SQT score. This places him over the allowable limit of two waivers.

SIGNATURE
BLOCK

SELF EVALUATION EXERCISE

Situation:

You are SGT Quist, the Personnel Management Specialist, working in the MILPO. Your Director, MILPO, is LTC Alley B. Oliver of HQ, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9105. Today is 3 January 1994. Your office symbol and phone number are AJKDP/7123. On the pages that follow are copies of Part I of the Promotion Point Worksheet (DA Form 3355) which the Commander has initiated on SP4 Bertram, SGT Alexander, and SP4 Kickham along with copies of their DA Forms 2A. The E5 and E6 Promotion Board will convene 24 February 1994. Using the information given, AR 600-200, AR 680-29 and AR 611-201, determine which personnel are eligible and which are ineligible to appear before the February Promotion Board. On a separate sheet of paper write your determinations using the format below:

- Eligible.
- Eligible with/one waiver (state reason).
- Eligible with/two waivers (state reasons).
- Not eligible (To return such a recommendation prepare a hand written or typed endorsement IAW AR 340-15).

SELF-EVALUATION EXERCISE

PROMOTION POINT WORKSHEET
For use of this form, see AR 600-200; the proponent agency is MILPERCEN.

XX INITIAL ____ REEVAL ____ RECOMP ____ RECLASS

DATE: 6 Dec 93

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC

PRINCIPAL PURPOSE: To determine eligibility for promotion.

ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted.

DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion.

NAME	SOCIAL SECURITY NUMBER		GRADE
Henry J. BERTRAM	999-00-2600		SP4/E4
CURRENT ORGANIZATION	**SRB MOS**	**PMOS**	**RECOMMENDED GRADE/MOS**
Co A, 1st Bn (Mech) 77th Inf		11M10	SGT/11M

PART I – RECOMMENDATION

FROM: (Commander),	THRU: (Promotion Authority)	TO: (MILPO)
Co A, 1st Bn (Mech), 77th Inf, ATTN: AJJMA Ft Atterbury, IN 46124-9311	Cdr, 1st Bn (Mech, 77th Inf Ft Atterbury, IN 46124-9311	DPCA, 54th Inf Div (Mech) Ft Atterbury, IN 46124-9105

1 Under the provisions of Chapter 7, AR 600-200, *(Active Army)*; Chapter 3, AR 140-158 *(USAR)*; or Chapter 6, NGR 600-200 *(ARNG) (check one of the following.)*

X recommend the above named soldier for promotion/reevaluation to the grade indicated. *(Complete lines a - f and send to the promotion authority).*

____ request the following information be used in the next scheduled recomputation of promotion points. *(Complete lines c - f and send to the MILPO).*

a. Waivers required *(Maximum of two allowed)*: Time in Service ____, Time in Grade ____, SQT Score *(59 or below)* ____.

b. Soldier has ____, has not X completed the appropriate Noncommissioned Officer Education System *(NCOES)* instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience *(OJE)*.

c. Most recent individual assigned weapon qualification: Expert X, Sharpshooter ____, Marksman ____, Date 9303 *(see note 1)*

d. Most recent Physical Readiness Test Scores *(situps* 90, *pushups* 95, *2 mile run* 100*)*: Total Score 285, Date ____. *(Minimum score of 60 in each event). (See note 2)*

e. The soldier's current SQT score and date scored is 85/9305 *(see note 3)*. I certify *(must check one of the following on all recommendations)*:

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ____ that the soldier has not taken a SQT due to no fault of his/her own *(see note 4)*.

(3) ____ that the soldier failed to take a SQT during the most recent test period due to his/her own fault *(see note 5)*.

f. I award the soldier 200 promotion points for duty performance *(maximum 200 points). (See note 6)*

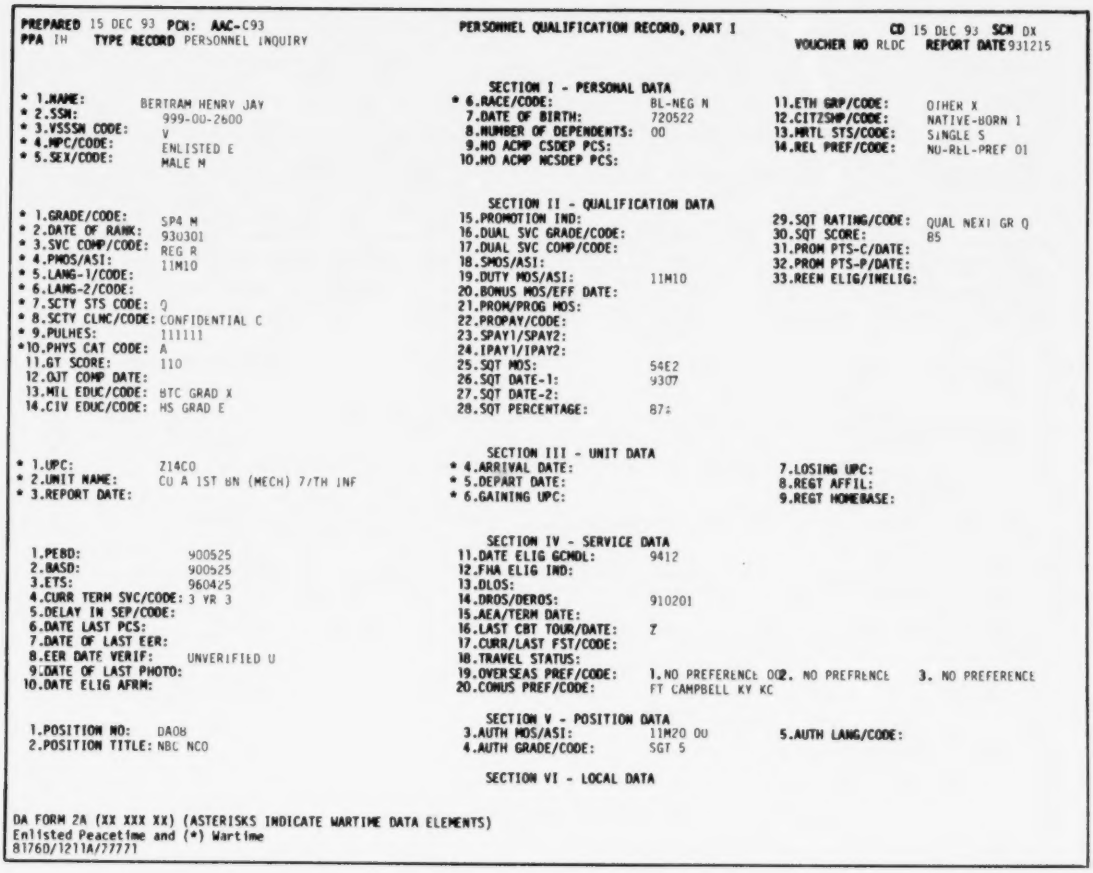
2 REMARKS

SIGNATURE OF COMMANDER/DATE
CODY M. SERGEANT, CPT, IN, Commanding 7 Dec 93

SIGNATURE OF PROMOTION AUTHORITY/DATE
HELEN P. SMART, LTC, IN, Commanding 8 Dec 93

APPROVED X DISAPPROVED ____

DA FORM 3355 MAR 85 EDITION OF NOV 80 IS OBSOLETE



PREPARED 15 DEC 93 PCN: AAC-C93
PPA IH TYPE RECORD PERSONNEL INQUIRY

PERSONNEL QUALIFICATION RECORD, PART I

CD 15 DEC 93 SCN DX
VOUCHER NO RLDC REPORT DATE 931215

SECTION I - PERSONAL DATA

* 1.NAME:	BERTRAM HENRY JAY	* 6.RACE/CODE: BL-NEG N	11.ETH GRP/CODE: OTHER X
* 2.SSN:	999-00-2600	7.DATE OF BIRTH: 720522	12.CITZSHP/CODE: NATIVE-BORN 1
* 3.VSSSN CODE:	V	8.NUMBER OF DEPENDENTS: 00	13.MRTL STS/CODE: SINGLE S
* 4.MPC/CODE:	ENLISTED E	9.NO ACMP CSDEP PCS:	14.REL PREF/CODE: NO-REL-PREF 01
* 5.SEX/CODE:	MALE M	10.NO ACMP NCSDEP PCS:	

SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SP4 M	15.PROMOTION IND:	29.SQT RATING/CODE: QUAL NEXT GR Q
* 2.DATE OF RANK:	930301	16.DUAL SVC GRADE/CODE:	30.SQT SCORE: 85
* 3.SVC COMP/CODE:	REG R	17.DUAL SVC COMP/CODE:	31.PROM PTS-C/DATE:
* 4.PMOS/ASI:	11M10	18.SMOS/ASI:	32.PROM PTS-P/DATE:
* 5.LANG-1/CODE:		19.DUTY MOS/ASI: 11M10	33.REEN ELIG/INELIG:
* 6.LANG-2/CODE:		20.BONUS MOS/EFF DATE:	
* 7.SCTY STS CODE:	Q	21.PROM/PROG MOS:	
* 8.SCTY CLNC/CODE:	CONFIDENTIAL C	22.PROPAY/CODE:	
* 9.PULHES:	111111	23.SPAY1/SPAY2:	
*10.PHYS CAT CODE:	A	24.IPAY1/IPAY2:	
11.GT SCORE:	110	25.SQT MOS: 54E2	
12.OJT COMP DATE:		26.SQT DATE-1: 9307	
13.MIL EDUC/CODE:	BTC GRAD X	27.SQT DATE-2:	
14.CIV EDUC/CODE:	HS GRAD E	28.SQT PERCENTAGE: 87%	

SECTION III - UNIT DATA

* 1.UPC:	Z14C0	* 4.ARRIVAL DATE:	7.LOSING UPC:
* 2.UNIT NAME:	CO A 1ST BN (MECH) 7/7TH INF	* 5.DEPART DATE:	8.REGT AFFIL:
* 3.REPORT DATE:		* 6.GAINING UPC:	9.REGT HOMEBASE:

SECTION IV - SERVICE DATA

1.PEBD:	900525	11.DATE ELIG GCMDL: 9412	
2.BASD:	900525	12.FHA ELIG IND:	
3.ETS:	960425	13.DLOS:	
4.CURR TERM SVC/CODE:	3 YR 3	14.DROS/DEROS: 910201	
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:	
6.DATE LAST PCS:		16.LAST CBT TOUR/DATE: Z	
7.DATE OF LAST EER:		17.CURR/LAST FST/CODE:	
8.EER DATE VERIF:	UNVERIFIED U	18.TRAVEL STATUS:	
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE: 1.NO PREFERENCE 02.NO PREFRENCE	3. NO PREFERENCE
10.DATE ELIG AFRM:		20.CONUS PREF/CODE: FT CAMPBELL KY KC	

SECTION V - POSITION DATA

1.POSITION NO:	DA08	3.AUTH MOS/ASI: 11M20 00	5.AUTH LANG/CODE:
2.POSITION TITLE:	NBC NCO	4.AUTH GRADE/CODE: SGT 5	

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
81760/1211A/77771

SELF-EVALUATION EXERCISE

PROMOTION POINT WORKSHEET
For use of this form, see AR 600-200; the proponent agency is MILPERCEN

X INITIAL ____ REEVAL ____ RECOMP ____ RECLASS

DATE: 1 Dec 93

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY	Section 301, Title 5, USC
PRINCIPAL PURPOSE	To determine eligibility for promotion
ROUTINE USES	Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted
DISCLOSURE	Voluntary; failure to furnish information requested may result in denial of promotion

NAME	SOCIAL SECURITY NUMBER		GRADE
ALEXANDER, MARK ROBERT	999-00-1489		SGT/E5
CURRENT ORGANIZATION	**SRB MOS**	**PMOS**	**RECOMMENDED GRADE MOS**
HHC, 3rd Bn, 3rd AR, 54th Inf		31V20	SSG/31V

PART I – RECOMMENDATION

FROM: (Commander)	THRU: (Promotion Authority)	TO: (MILPO)
HHC, 3rd Bn, 3rd AR, 54th Inf, ATTN: AJJAB Ft Atterbury, IN 46124-9322	Cdr, 1st Bde, 54th (Mech), Ft Atterbury, IN 46124-9310	DPCA, 54th Inf DIV (Mech), Ft Atterbury, IN 46124-9105

1. Under the provisions of Chapter 7, AR 600-200, *(Active Army)*; Chapter 3, AR 140-158 *(USAR)*; or Chapter 6, NGR 600-200 *(ARNG)* (check one of the following):

X recommend the above named soldier for promotion/reevaluation to the grade indicated. *(Complete lines a - f and send to the promotion authority).*

____ request the following information be used in the next scheduled recomputation of promotion points. *(Complete lines c - f and send to the MILPO).*

a. Waivers required *(Maximum of two allowed)* Time in Service ____, Time in Grade ____, SQT Score *(59 or below)* ____

b. Soldier has X, has not ____ completed the appropriate Noncommissioned Officer Education System *(NCOES)* instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience *(OJE)*.

c. Most recent individual assigned weapon qualification: Expert ____, Sharpshooter X, Marksman ____, Date 9311 *(see note 1)*.

d. Most recent Physical Readiness Test Scores *(situps* 90, *pushups* 75, *2 mile run* 90*)*: Total Score 255, Date 9310. *(Minimum score of 60 in each event)* *(See note 2)*

e. The soldier's current SQT score and date scored is 85/9308 *(see note 3)*. I certify *(must check one of the following on all recommendations)*:

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ____ that the soldier has not taken a SQT due to no fault of his/her own *(see note 4)*.

(3) ____ that the soldier failed to take a SQT during the most recent test period due to his/her own fault *(see note 5)*.

f. I award the soldier 190 promotion points for duty performance *(maximum 200 points)*. *(See note 6)*

2. REMARKS

SIGNATURE OF COMMANDER/DATE
GARY E. PIKE, CPT, AR, Commanding 1 Dec 93

SIGNATURE OF PROMOTION AUTHORITY/DATE
ALLEN P. WRIGHT, COL, IN, Commanding 3 Dec 93 APPROVED X DISAPPROVED ____

DA FORM MAR 85 3355 EDITION OF NOV 80 IS OBSOLETE

PREPARED 29 NOV 93 PCN: AAC- C93
PPA IH TYPE RECORD PERSONNEL INQUIRY

PERSONNEL QUALIFICATION RECORD, PART I

CD 29 NOV 93 SCR DX
VOUCHER NO RLDC REPORT DATE 931129

SECTION I - PERSONAL DATA

* 1.NAME:	ALEXANDER MARK ROBERT	* 6.RACE/CODE:	WH-CAU C
* 2.SSN:	999-00-1489	7.DATE OF BIRTH:	660606
* 3.VSSSN CODE:	V	8.NUMBER OF DEPENDENTS:	03
* 4.MPC/CODE:	ENLISTED E	9.NO ACMP CSDEP PCS:	03
* 5.SEX/CODE:	MALE M	10.NO ACMP NCSDEP PCS:	
		11.ETN GRP/CODE:	OTHER X
		12.CITZSHP/CODE:	NATIVE-BORN 1
		13.MRTL STS/CODE:	MARRIED M
		14.REL PREF/CODE:	SO-BAPI-CUNV 68

SECTION II - QUALIFICATION DATA

* 1.GRADE/CODE:	SGT 5	15.PROMOTION IND:	
* 2.DATE OF RANK:	920502	16.DUAL SVC GRADE/CODE:	
* 3.SVC COMP/CODE:	REG R	17.DUAL SVC COMP/CODE:	
* 4.PMOS/ASI:	31V20 00	18.SMOS/ASI:	64C20 00
* 5.LANG-1/CODE:		19.DUTY MOS/ASI:	31V20
* 6.LANG-2/CODE:		20.BONUS MOS/EFF DATE:	
* 7.SCTY STS CODE:	C	21.PROM/PROG MOS:	
* 8.SCTY CLNC/CODE:	SECRET S	22.PROPAY/CODE:	
* 9.PULHES:	112111	23.SPAY1/SPAY2:	
*10.PHYS CAT CODE:	B	24.IPAY1/IPAY2:	
11.GT SCORE:	109	25.SQT MOS:	31V2
12.OJT COMP DATE:		26.SQT DATE-1:	
13.MIL EDUC/CODE:	BNCOC GRAD W	27.SQT DATE-2:	9308
14.CIV EDUC/CODE:	4 YRS HS D	28.SQT PERCENTAGE:	88%
		29.SQT RATING/CODE:	QUAL NEXT GR Q
		30.SQT SCORE:	85
		31.PROM PTS-C/DATE:	
		32.PROM PTS-P/DATE:	
		33.REEN ELIG/INELIG:	ELIG-REENLIST 10

SECTION III - UNIT DATA

* 1.UPC:	Z14TU	* 4.ARRIVAL DATE:	7.LOSING UPC:
* 2.UNIT NAME:	WZ14 HHC 3RD BN 3RD AR 54TH INF	* 5.DEPART DATE:	8.REGT AFFIL:
* 3.REPORT DATE:		* 6.GAINING UPC:	9.REGT HOMEBASE:

SECTION IV - SERVICE DATA

1.PEBD:	860916	11.DATE ELIG GCMDL:	9604
2.BASD:	860916	12.FHA ELIG IND:	
3.ETS:	960915	13.DLOS:	
4.CURR TERM SVC/CODE:	4 YR 4	14.DROS/DEROS:	921017
5.DELAY IN SEP/CODE:		15.AEA/TERM DATE:	
6.DATE LAST PCS:		16.LAST CBT TOUR/DATE:	Z
7.DATE OF LAST EER:	9310	17.CURR/LAST FST/CODE:	
8.EER DATE VERIF:	VERIFIED V	18.TRAVEL STATUS:	
9.DATE OF LAST PHOTO:		19.OVERSEAS PREF/CODE:	1. NO PREFERENCE 2. NO PREFERENCE 3. NO PREFERENCE
10.DATE ELIG AFRM:		20.CONUS PREF/CODE:	39

SECTION V - POSITION DATA

1.POSITION NO:	AX08	3.AUTH MOS/ASI:	31V20 00
2.POSITION TITLE:	TAC COMM SYS OP/MECH	4.AUTH GRADE/CODE:	SGT 5
			5.AUTH LANG/CODE:

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
8176D/1211A/77771

SELF-EVALUATION EXERCISE

PROMOTION POINT WORKSHEET

For use of this form, see AR 600-200; the proponent agency is MILPERCEN

X INITIAL ____ REEVAL ____ RECOMP ____ RECLASS

DATE: 6 Jan 94

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.

PRINCIPAL PURPOSE: To determine eligibility for promotion.

ROUTINE USES: Information may be referred to appropriate authorities to determine promotion eligibility and validity of points granted.

DISCLOSURE: Voluntary; failure to furnish information requested may result in denial of promotion.

NAME	SOCIAL SECURITY NUMBER		GRADE
Clifford Braxton KIRKHAM	999-00-0578		SP4/E4
CURRENT ORGANIZATION	**SRB MOS**	**PMOS**	**RECOMMENDED GRADE/MOS**
HHC, 3rd Bn 2d Armor		63H10	SGT/63H

PART I – RECOMMENDATION

FROM: (Commander)	THRU: (Promotion Authority)	TO: (MILPO)
HHC, 3rd Bn, 2d Armor Ft Atterbury, IN 46124-9313	Cdr, 3rd Bn, 2d Armor Ft Atterbury, IN 46124-9314	DPCA, 54th Inf Div (Mech) Ft Atterbury, IN 46124-9105

1. Under the provisions of Chapter 7, AR 600-200, *(Active Army)*; Chapter 3, AR 140-158 *(USAR)*; or Chapter 6, NGR 600-200 *(ARNG) (check one of the following)*

X recommend the above named soldier for promotion/reevaluation to the grade indicated. *(Complete lines a - f and send to the promotion authority).*

____ request the following information be used in the next scheduled recomputation of promotion points. *(Complete lines c - f and send to the MILPO).*

a. Waivers required *(Maximum of two allowed)*: Time in Service ____, Time in Grade ____, SQT Score *(59 or below)* X.

b. Soldier has X has not ____ completed the appropriate Noncommissioned Officer Education System *(NCOES)* instruction. If the soldier has not completed the appropriate NCOES, I certify the soldier has On the Job Experience *(OJE)*.

c. Most recent individual assigned weapon qualification: Expert ____, Sharpshooter X, Marksman ____, Date 9310 *(see note 1)*

d. Most recent Physical Readiness Test Scores *(situps* 100, *pushups* 100, *2 mile run* 100*)*: Total Score 300, Date 9309 *(Minimum score of 60 in each event). (See note 2)*

e. The soldier's current SQT score and date scored is 58/9310 *(see note 3)*. I certify *(must check one of the following on all recommendations)*:

(1) X that the soldier has taken a SQT during the most recent test period.

(2) ____ that the soldier has not taken a SQT due to no fault of his/her own *(see note 4)*.

(3) ____ that the soldier failed to take a SQT during the most recent test period due to his/her own fault *(see note 5)*.

f. I award the soldier 150 promotion points for duty performance *(maximum 200 points). (See note 6)*

2. REMARKS

SIGNATURE OF COMMANDER/DATE

SAMUEL COX, CPT, AR, Commanding 6 Jan 94

SIGNATURE OF PROMOTION AUTHORITY/DATE

DONALD A. AUTRY, LTC, AR, Commanding 7 Jan 94 APPROVED X DISAPPROVED ____

DA FORM 3355 MAR 85 EDITION OF NOV 80 IS OBSOLETE

PREPARED 29 DEC 93 PCN: AAC-093 — PERSONNEL QUALIFICATION RECORD, PART I — CD 20 DEC 93 SCN DZ
PPA IH TYPE RECORD PERSONNEL INQUIRY — VOUCHER NO RLDC REPORT DATE 931220

* 1.NAME:	CLIFFORD BRAXTON KIRKHAM		
* 2.SSN:	999-00-0578		
* 3.VSSSN CODE:	V		
* 4.MPC/CODE:	ENLISTED E		
* 5.SEX/CODE:	MALE M		

SECTION I - PERSONAL DATA

* 6.RACE/CODE:	BL-NEG N	11.ETH GRP/CODE:	OTHER X
7.DATE OF BIRTH:	700820	12.CITZSHP/CODE:	NATIVE-BORN 1
8.NUMBER OF DEPENDENTS:	02	13.MRTL STS/CODE:	MARRIED M
9.NO ACMP CSDEP PCS:	02	14.REL PREF/CODE:	BAPT-CH-OTHER 10
10.NO ACMP NCSDEP PCS:			

* 1.GRADE/CODE:	SP4 M		
* 2.DATE OF RANK:	930401		
* 3.SVC COMP/CODE:	REG R		
* 4.PMOS/ASI:	63H10		
* 5.LANG-1/CODE:			
* 6.LANG-2/CODE:			
* 7.SCTY STS CODE:	S		
* 8.SCTY CLNC/CODE:	SECRET S		
* 9.PULHES:	111111		
*10.PHYS CAT CODE:	A		
11.GT SCORE:	106		
12.OJT COMP DATE:			
13.MIL EDUC/CODE:	PLC GRAD 2		
14.CIV EDUC/CODE:	HS GRAD E		

SECTION II - QUALIFICATION DATA

15.PROMOTION IND:		29.SQT RATING/CODE:	F-FAILED 59
16.DUAL SVC GRADE/CODE:		30.SQT SCORE:	58
17.DUAL SVC COMP/CODE:		31.PROM PTS-C/DATE:	
18.SMOS/ASI:	00000 00	32.PROM PTS-P/DATE:	
19.DUTY MOS/ASI:	63H10	33.REEN ELIG/INELIG:	
20.BONUS MOS/EFF DATE:			
21.PROM/PROG MOS:			
22.PROPAY/CODE:			
23.SPAY1/SPAY2:			
24.IPAY1/IPAY2:			
25.SQT MOS:	63H		
26.SQT DATE-1:	9311		
27.SQT DATE-2:			
28.SQT PERCENTAGE:	69		

* 1.UPC:	Z14TU		
* 2.UNIT NAME:	WZ14 HHC 3RD BN 2D AR 54IN		
* 3.REPORT DATE:			

SECTION III - UNIT DATA

* 4.ARRIVAL DATE:		7.LOSING UPC:	
* 5.DEPART DATE:		8.REGT AFFIL:	
* 6.GAINING UPC:		9.REGT HOMEBASE:	

1.PEBD:	910201		
2.BASD:	910201		
3.ETS:	970130		
4.CURR TERM SVC/CODE:	4 YR 4		
5.DELAY IN SEP/CODE:			
6.DATE LAST PCS:			
7.DATE OF LAST EER:			
8.EER DATE VERIF:	UNVERIFIED U		
9.DATE OF LAST PHOTO:			
10.DATE ELIG AFRM:			

SECTION IV - SERVICE DATA

11.DATE ELIG GCMDL:	9510		
12.FHA ELIG IND:			
13.DLOS:			
14.DROS/DEROS:	920718		
15.AEA/TERM DATE:			
16.LAST CBT TOUR/DATE:	Z		
17.CURR/LAST FST/CODE:			
18.TRAVEL STATUS:			
19.OVERSEAS PREF/CODE:	1. NO PREFRENCE 00	2.NO PREFERENCE	3. NO PREFERENCE
20.CONUS PREF/CODE:	FT KNOX KY KK		

1.POSITION NO:	AF05		
2.POSITION TITLE:	ARMORER		

SECTION V - POSITION DATA

3.AUTH MOS/ASI:	63H20 00	5.AUTH LANG/CODE:	
4.AUTH GRADE/CODE:	SGT 5		

SECTION VI - LOCAL DATA

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
Enlisted Peacetime and (*) Wartime
81760/1211A/77771

ANSWERS TO SELF-EVALUATION EXERCISE

SP4 Bertram----------Eligible

SGT Alexander----------Not Eligible (Endorsement required.)

AJKDP (AJJAB/1 Dec 93) 1st End SGT Quist/XX/7123
SUBJECT: Promotion Point Worksheet

Director, MILPO, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9105 3 Jan 94

TO: Commander, Headquarters, 3rd Bn, 3rd AR, 54th Infantry Division (Mech), ATTN: AJJAB, Fort Atterbury, IN 46124-9322

1. The recommendation for promotion of SGT Mark Robert Alexander, SSN 999-00-1489, is returned without action.

2. Individual's records indicate that he is not a high school graduate, and that he does not have a GED equivalent as required by Chapter 7, AR 600-200.

SIGNATURE BLOCK

2

SP4 Kirkham----------Eligible with One waiver.

Reason: SQT below 60

Each part of the answer has a value of one point. The total possible score is three points. A passing score is three points, one each for a fully correct answer regarding each soldier's recommendation.

Note: SUBJECT line may vary. For example, Commander's Recommendation for Promotion (on SGT Jackson) is as acceptable as what is shown in the above illustration.

2

SIGNATURE BLOCK

SP4 Butler----------Eligible for promotion.

SP4 Corsaro----------Eligible with one waiver.

Reason: Needs 3 month waiver.

SGT Jackson----------Not eligible. (Endorsement required.)

AJKDP (AJKGA/S Dec 93) 1st End SGT Roberts0n/XX/8437
SUBJECT: Promotion Point Worksheet

Director, MILPO, 54th Infantry Division (Mech), Fort Atterbury, IN
46124-9105 7 Jan 94

TO: Commander, HHC, USAG, 54th Infantry Division (Mech), ATTN: AJKGA,
Fort Atterbury, IN 46124-9500

1. The recommendation for promotion of SGT Jackson, SSN 999-00-0016, is returned without action.

2. Individual's records indicate that he is not a high school graduate, and that he does not have a GED equivalent as required by AR 600-200 for promotion to grade E6.

* U.S. GOVERNMENT PRINTING OFFICE: 1985 556-651/606